

## **FINANCE, RISK and AUDIT COMMITTEE VOLUNTEER**

**SUPERVISION:** The Chair of the Finance and Risks Committee.

### **PURPOSE OF THE ROLE**

To fulfil the statutory requirement for the Cathedral to have a separate committee scrutinising its financial management, investment performance, commercial activities and key risks.

### **VOLUNTEER PROFILE**

- Have relevant professional skills and experience for the role (principally accounting, property investment or investment management).
- Have knowledge and understanding of the governance requirements of a charitable body.
- Have a commercial understanding of tourism activities.
- Able to work with others.

### **DUTIES**

To prepare for, and attend regular meetings to review the Cathedral's financial performance against the budgeted business plan and prior years. To periodically review investment performance. To review and comment on material circulated by email between meetings. To meet with the auditors and receive feedback from them. To review the draft budget and longer term forecasts.

The likely pattern of meetings is most likely quarterly with perhaps one or two extra meetings across the year as required. If the need arises then more frequent meetings could be required.

### **EXPECTATIONS:**

- Volunteers at the Cathedral are expected to be in sympathy with the aims and purpose of the Anglican Church.
- Volunteers are representatives of the Cathedral and should at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return.
- Volunteers are expected to dress and conduct themselves appropriately for the environment in which they are assisting.
- Volunteers should be familiar with the Cathedral Health and Safety Policy and the Safeguarding Guidelines.
- Volunteers are expected to notify their Manager if they are unable to attend for their volunteering session.

## TRAINING

All volunteers must undergo

- Safeguarding Training – Level C0

*A higher level maybe required depending on the role*

Induction training which will include

- Health & Safety
- Fire
- Security
- 1<sup>st</sup> Aid (role dependant)

**The Cathedral is committed to safeguarding children, young people and vulnerable adults**

## SAFEGUARDING RESPONSIBILITIES

- Implement safe and healthy working practices
- Risk assess all activities
- Listen to other workers and volunteers
- Protect yourself
- Tell the Cathedral Safeguarding Rep or Clergy of any safeguarding concerns, however minor.
- Attend any Safeguarding training at the appropriate level for your role
- Induct and train others where this is possible.

DO	DON'T
<p>Report all concerns about safety or well-being of an individual to the:-</p> <ul style="list-style-type: none"><li>• The Cathedral Safeguarding Rep</li><li>• The Diocesan Safeguarding Team</li><li>• The Police (where there is an immediate risk of harm to a person)</li><li>• Carry out a personal risk assessment for lone working if appropriate</li><li>• Keep a written record of all incidents or disclosure (signed and dated)</li></ul>	<ul style="list-style-type: none"><li>• Offer confidentiality when you have a duty to report all concerns for safety</li><li>• Investigate disclosure; simply get clarification of detailed and report the information shared</li></ul>

## BENEFITS:

- Active participation in the life of the Cathedral
- Excellent training, including occasional access to experts and specialists
- Meeting and sharing knowledge with visitors from across the world
- Skills and CV development
- A Cathedral parking permit for use when on duty on a first come, first served basis
- Refreshments available
- Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
- 10% discount in the Cathedral Shop and Café